

~~CONFIDENTIAL~~

7 MAY 1962

MEMORANDUM FOR: Executive Assistant to the Deputy Director (Report)

SUBJECT: Headquarters and Field Notices Announcing the Revised Fitness Report, Form 45 (4-62)

25X1 1. There is attached for approval and publication a Headquarters [redacted] notice announcing the revised Fitness Report, Form 45 (4-62). The form was approved for use by the Deputy Director of Central Intelligence on 2 May 1962. Form 45 will be available from Printing Services Division for Agency distribution on 11 June 1962.

2. The Headquarters Notice states that a copy of the Fitness Report Form is attached. The publication of this Notice should, therefore, be coordinated with the printing of the form.

25X1 3. A copy of the Fitness Report Form is not being attached to the [redacted] Arrangements have been made for sufficient copies of the new Fitness Report Form to be transmitted [redacted] to field stations for their use.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

Distribution:

25X1 Orig & 3 - Addressee
2 - D/Personnel
1 - [redacted]
1 - ARO/OP
1 - Plans Staff
25X1 OP/Plans Staff, [redacted] sko (15 May 1962)

GROUP 1
Excluded from automatic
downgrading and
declassification

17 MAY 1962

MEMORANDUM FOR: Executive Assistant to the Deputy Director (Support)

SUBJECT: Headquarters and Field Notices Announcing the Revised Fitness Report, Form 45 (4-62)

1. There is attached for approval and publication a Headquarters [redacted] notice announcing the revised Fitness Report, Form 45 (4-62). The form was approved for use by the Deputy Director of Central Intelligence on 2 May 1962. Form 45 will be available from Printing Services Division for Agency distribution on 11 June 1962.

2. The Headquarters Notice states that a copy of the Fitness Report Form is attached. The publication of this Notice should, therefore, be coordinated with the printing of the form.

3. A copy of the Fitness Report Form is not being attached to the [redacted] Arrangements have been made for sufficient copies of the new Fitness Report Form to be transmitted [redacted] to field stations for their use.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

Distribution:

Orig & 3 - Addressee
2 - D/Personnel
1 - [redacted]
1 - ARO/OP
1 - Plans Staff
OP/Plans Staff/[redacted] aka (15 May 1962)

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